



## *Town of Lexington*

### Recreation and Community Programs

Karen Simmons, CTRS, CPRP  
Director of Recreation and Community Programs

Tel: 781-698-4800  
Fax: 781-861-2747

### **FINANCIAL AID INFORMATION**

Lexington Recreation and Community Programs has a commitment to providing leisure opportunities to all residents of Lexington regardless of financial status. One way that this goal has been realized is with the financial aid program, supported by the Recreation Enterprise Fund and monetary donations. The following policy was approved by the Town of Lexington Recreation Committee on April 21, 1993 and amended on September 16, 2009.

#### **Recreation and Community Programs Financial Aid Policy**

1. Programs are advertised through a town-wide mailing multiple times per year and on the department web site. Families in need of financial aid are instructed to contact Recreation and Community Programs at 781-698-4800 or come to the Recreation and Community Programs office to receive a financial aid form and instructions.
2. Financial assistance is for Lexington residents only and available for most Recreation and Community Programs sponsored programs. Requests are limited up to 50% of one program fee\* per child each season. Requests for swim tag and "Learn to Swim" swim lesson assistance will be reviewed independently from any requests for program assistance.
3. Requests for financial assistance must be made in writing using the attached form. Applicants should allow for adequate time for processing before the start of a program. It is the applicant's responsibility to register for the program and to pay the non-refundable deposit (if applicable) to secure a spot.
4. Applicants must schedule a meeting with a licensed social worker at the Human Services Department, 781-861-0194, bringing with them the Recreation and Community Programs Financial Aid Request form. The social worker will complete a Financial Needs Assessment (which remains at the Human Services Department) and will *sign-off* on the Financial Aid Request and give it back to the applicant to submit to Recreation and Community Programs. *This is not an approval of the subsidy.*
5. The Director of Recreation and Community Programs reviews all requests and then grants financial aid based on individual circumstances and available funding. The Director of Recreation and Community Programs may contact the social worker if needed. All such conversations are confidential.
6. Each individual is responsible for a portion of the fee. Up to 50% of the fee\* will be subsidized by the Town of Lexington Recreation Enterprise Fund or by monetary donations when funds are available.
7. Payment plans may be arranged with individuals who cannot pay a program fee in one sum. This option will be designed on a case by case basis by the Director of Recreation and Community Programs in conjunction with the applicant.

*(\*If a program has a non-refundable deposit included in the program fee, it is not considered part of the amount awarded and will be deducted from the program fee when the scholarship is reviewed.)*